



City of Miami Gardens

Building Department

1515 N.W. 167th Street, Bldg. # 4
Miami Gardens, Florida 33169
305-622-8027 (office) 305-622-8557 (fax)
www.miamigardens-fl.gov

Instructions for Closure of a Miami-Dade County Permit(s)

The following information is needed:

1. _____ A City of Miami Gardens Building permit application must be completely filled out providing address, folio no., owner's information, Contractor and/or Architect/Engineer's information, and on scope of work line item specify that it's for a Miami-Dade County permit closure including permit number, the application must be signed and notarized by owner and contractor. (only when applicable)
2. _____ You must hire a licensed contractor of the same trade and /or Architect/Engineer depending on scope of work.
3. _____ The Contractor and/or Architect/Engineer must provide a letter; the letter must include property address, folio no., Miami-Dade County permit number(s), and property owners' name. The letter must read that the scope of work was completed and certifying that work was done according to the Florida Building Code; the letter must be on the Contractor and/or Architect/Engineer's letterhead including the qualifier's license number and the signature must be notarized.
4. _____ If scope of work was never performed we need a letter from a contractor and/or Architect/Engineer from that particular trade certifying that the scope of work was never done and/or performed; the letter must include property address, folio no., and Miami-Dade County permit number.
5. _____ Owner's signature must be notarized.
6. _____ The fee for **each expired Miami Dade County permit** is \$150.00.

Please contact Tarsha Harper at (305) 622-8000 ext. 2661 or via email tharper@miamigardens-fl.gov to schedule an appointment or require any further information. Please be advised that Miami-Dade permit closure appointments are scheduled for Tuesdays and Thursdays only.



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For Homeowners Only:

The following information is needed:

- A letter stating that the scope of work was never done; the letter must include property address, folio no., and Miami-Dade County permit number.
- A City of Miami Gardens Building permit application must be filled out providing address, folio, owner's information, specify that it's for a Miami-Dade County permit closure.
- Owner's signature must be notarized.
- The fee for **each expired Miami Dade County permit** is \$150.00.

For Contractors and/or Architect/Engineer Only:

The following information is needed:

- You must hire a licensed contractor of the same trade or an Architect/Engineer.
- The Contractor and/or Architect/Engineer must provide a letter.
- The letter must include property address, folio no., and Miami-Dade County permit number and property owners' name.
- The letter must read that the scope of work was completed and certifying that work was done according to the Florida Building Code; the letter must be on the Contractor and/or Architect/Engineer's letter head including his and/or her license number, signature must be notarized.
- A City of Miami Gardens Building permit application must be filled out providing address, folio, owner's information, Contractor and/or Architect/Engineer's information, specify that it's for a Miami-Dade County permit closure.
- Contractor and/or Architect/Engineer's signature must be notarized.
- The fee for **each expired Miami Dade County permit** is \$150.00.



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Architects or Engineers letterhead
State of Florida Registration number
Address, Telephone number

Date:

To: Building Official

Building and Planning Department

Re: Property Address
Folio Number
Expired Dade County Permit Number
Description of permitted work
Date permit issued

AFFIDAVIT FOR EXPIRED MIAMI-DADE COUNTY PERMIT

This is to certify that I have conducted a review of the plans and I have conducted an inspection at the above referenced property in order to confirm compliance with the approved plans and the Florida Building Code (including amendments) at the time the permit was obtained. If the plans pertain to a building or a structure, I further certify that the plans conform to the laws as to aggress, type of construction and location; that any drawings show the structural design and that the plans and the design conform to the requirements of the technical codes as to strength, stresses, strains, loads and stability.

I fully understand that the Building and Planning Department will not perform any plans review or field inspections and that the Building Official will rely solely upon this "sworn affidavit" to close out this permit.

State of _____) ss
County of _____)

I, _____ hereby assume full responsibility for verifying such compliance and
(Engineer or Architect)

attest that all work performed under this permit complies with the approved plans or other permitted documents and the Florida Building Code in effect at the time of permit, as well as all pertinent laws or ordinances including zoning regulations.

Signature of Architect/Engineer

State of Florida

County of Miami Dade

Sworn to and subscribed before me this _____ day of _____,
Personally known _____ or produced identification _____ No.: _____ Exp: _____

Signature of notary public

Seal